

**CITY OF EL PASO, TEXAS**  
**DEPARTMENT HEAD'S SUMMARY REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:**       Parks & Recreation

**AGENDA DATE:**     03/01/05

**CONTACT PERSON/PHONE:** Parks & Recreation, Norman Merrifield, (915) 541-4333

**DISTRICT(S) AFFECTED:** N/A

**SUBJECT:**

**APPROVE** Provisional Appointment.

**BACKGROUND / DISCUSSION:**

We are requesting a provisional appointment to fill the Equipment Operator II Position. Currently there is no eligibility list available and this position is needed to provide maintenance service for ball fields.

**PRIOR COUNCIL ACTION:**

N/A

**AMOUNT AND SOURCE OF FUNDING:**

No additional funds will be required already budgeted for FY05.  
Fund Source: 51010262-01101-51095

**BOARD / COMMISSION ACTION:**

Enter appropriate comments or N/A

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_

**FINANCE:** (if required) \_\_\_\_\_

**OTHER:** \_\_\_\_\_

(Example: if RCA is initiated by Purchasing, client department should sign also)

*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

RECEIVED

FEB 10 2005

Human Resources  
Received by Initial \_\_\_\_\_



MEMORANDUM

**O.K.-OMB**

DATE: OK 2-14-05

Attn: Terri Bond, Director  
**TO:** Human Resources

**DATE:** February 10, 2005  
FEB 11 03 PM 4:58

**FROM:** Norman C. Merrifield, Director

**SUBJECT:** Provisional Appointment  
Gabriel L. Ramirez – ID #001516  
Requisition # 050389  
Account # 51010262-01101-51095 (General Fund)

*Norman C. Merrifield*

I am requesting a provisional appointment for the above employee to the position of Equipment Operator II. An eligible list is not available at this time.

Thank you for your assistance.

NM:ra

*Does dept. have funds  
for this appt.?*

*OMB*

*OK*

*re*

*2/11*

*(Signature)*